

Shaikh Rabbil

Account Assistant/ Back Office

Mumbai, 400024, India
8828166936 - shaikhrabbil1800@gmail.com

Professional Summary

Date of birth

02/09/2002

Skills

MSCIT



Tally Prime



MS Excel



Data Entry



Employment History

Account Assistant, Kusum Consultancy, Mumbai

10/2023 - Present

- Assisted in **Data Entry** and financial record **Book keeping**.
- Handled **Income Tax Returns** and **GST Billings Or Returns**
- Utilized **Advanced Excel** for various accounting tasks.
- Managed TDS and **Tally Prime** operations.

Languages

English



Urdu



Hindi



Education

SSC, Anjuman-E-Islam Kurla boys high school, Mumbai

03/2018

50%

HSC, Aryan Junior College, Mumbai

02/2020

43%

B. Com, Graduate, Mumbai University, Mumbai

03/2024

Pass